

FINANCE/ADMINISTRATION SECTION CHIEF POSITION CHECKLIST

Responsibilities

The Finance/Administration Section Chief is responsible for all financial, administrative, and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section. Provide administrative support to the SECC Units as required. Activate units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed. Supervise the Finance/Administration Section.

Activation Phase Actions

- ☐ Follow the Common Responsibilities Activation Phase Checklist.
- ☐ Obtain a briefing from the SECC IC.
- ☐ Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
- ☐ Based on the situation, activate units within the section as needed and designate unit leaders for each element:
 - ☐ Cost Unit
 - ☐ Time Unit
 - ☐ Procurement Unit
- ☐ Ensure that sufficient staff is available for a 24-hour schedule, or as required.
- ☐ Ensure coordination with all activated departments within the State for the purposes of gathering and consolidating response cost estimates and other related information.
- ☐ Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to Logistics Section.
- ☐ Meet with all Unit leaders and ensure that responsibilities are clearly understood.
- ☐ In conjunction with Unit leaders, determine the initial action planning objectives for the first operational period.
- ☐ Notify the SECC IC when the Finance/Administration Section is operational.
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase Actions

- ☐ Ensure that Finance/Administration position logs and other necessary files are maintained.
- ☐ Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.
- ☐ Participate in all Action Planning meetings.
- ☐ Ensuring that the section is supporting other elements consistent with priorities established in the Action Plan(s).
- ☐ Providing financial and cost analysis information as requested.
- ☐ Keep the SECC IC, General Staff, and others aware of the current fiscal situation and other related matters, on an on-going basis.

- ☐ Ensure that the Recovery Branch maintains all financial records throughout the event or disaster.
- ☐ Handle travel and expense claims.
- ☐ Ensure that the Time Unit tracks and records all agency staff time.
- ☐ Ensure that the Procurement Unit processes purchase orders and develops contracts in a timely manner.
- ☐ Continuously monitoring section activities and modifying organization of section as needed.
- ☐ Provide financial input to demobilization planning.
- ☐ Ensure that the Finance/Administration Section provides administrative support to other SECC Sections as required.
- ☐ Maintain SECC Time Record and ICS 214 activity log.

Deactivation Phase Actions

- ☐ Follow the Common Responsibilities Deactivation Phase Checklist.

Cost Unit Leader Position Checklist

Responsibilities

The Cost Unit Leader is responsible for collecting all SECC cost data, performing cost effectiveness analysis and providing cost estimates and cost saving recommendations for the incident.

Activation Phase Actions

- ☐ Follow the Common Responsibilities Activation Phase Checklist.
- ☐ Obtain a briefing from the Finance/Administration Chief.

Operational Phase Actions

- ☐ Establish and maintain position logs and other necessary files.
- ☐ Ensure that all financial records are maintained throughout the event or disaster.
- ☐ Collect and record all SECC cost data.
- ☐ Process purchase orders.
- ☐ Develop cost summaries.
- ☐ Payment to vendors.
- ☐ Payment of expenses for employees.
- ☐ Make cost-saving recommendation changes to Finance Administration Section.
- ☐ Keep the Finance/Administration Section Chief informed of all significant issues involving costs.
- ☐ Maintain SECC Time Record and ICS 214 activity log.

Deactivation Phase Actions

- ☐ Follow the Common Responsibilities Deactivation Phase Checklist.

Time Unit Leader Position Checklist

Responsibilities

The Time Unit Leader is responsible for personnel and equipment time recording for the SECC.

Activation Phase Actions

- ☐ Follow the Common Responsibilities Activation Phase Checklist.
- ☐ Obtain a briefing from the Finance/Administration Chief.

Operational Phase Actions

- ☐ Establish and maintain position logs and other necessary files.
- ☐ Determine requirements for the time recording function.
- ☐ Organize and establish time unit.
- ☐ Establish unit objectives, make assignments and evaluate performance.
- ☐ Ensure that personnel time recording documents are prepared and compliance with time policy is met.
- ☐ Maintain separate logs for overtime hours.
- ☐ Provide for records security.
- ☐ Time reports from assisting agencies should be released to the respective agency representatives prior to demobilization.
- ☐ Brief finance/administration coordinator on current problems, recommendations, outstanding issues, and follow-up requirements.
- ☐ Keep the Finance/Administration Section Chief informed of significant issues affecting the Time Unit.
- ☐ Maintain SECC Time Record and ICS 214 activity log.

Deactivation Phase Actions

- ☐ Follow the Common Responsibilities Deactivation Phase Checklist.

Procurement Unit Leader Checklist

Responsibilities

The Procurement Unit Leader is responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements.

Activation Phase Actions

- ☐ Follow the Common Responsibilities Activation Phase Checklist.
- ☐ Obtain a briefing from the Finance/Administration Chief.

Operational Phase Actions

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Determine if requested types of supplies and materiel are available in the state agencies.
- ☐ Determine procurement spending limits with the Finance/Administration Section. Obtain a list of pre designated emergency purchase orders as required.
- ☐ Coordinate with local jurisdiction on plans and supply sources.
- ☐ Obtain or develop the SECC Procurement Plan.
- ☐ Prepare and authorize contracts and land use agreements.
- ☐ Establish contracts and agreements with supply vendors.
- ☐ Ensure that a system is in place, which meets agency property management requirements. Ensure proper accounting for all new property.
- ☐ Interpret contracts and agreements; resolve disputes within delegated authority.
- ☐ Determine unit costs of supplies and materiel, from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order.
- ☐ Orders exceeding the purchase order limit of the Finance/ Administration Section must approve limit before the order can be completed.
- ☐ If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Section for development of necessary agreements.
- ☐ Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick up and delivery through the Transportation Unit.
- ☐ Keep the Finance Section Chief informed of significant issues affecting the Procurement Unit.
- ☐ Maintain SECC Time Record and ICS 214 activity log.

Deactivation Phase Actions

- ☐ Follow the Common Responsibilities Deactivation Phase Checklist.